



United States Department of State

Bureau of Human Resources

Office of Retirement

Room H-620, SA-1

Washington, D.C. 20522

FOREIGN SERVICE DEATH BENEFITS CLAIM

INFORMATION

(KEEP THIS WITH YOUR IMPORTANT DOCUMENTS)

Have you ever wondered how much trouble your survivors will have in collecting your benefits under the Foreign Service Retirement System (FSRDS) or Foreign Service Pension System (FSPS)? And, if insured under the Federal Employees' Life Insurance Program (FEGLI), in collecting these benefits? Also, what about Federal Employees Health Benefits (FEHB) coverage for your survivor(s)?

Put your mind at ease. You can help your loved ones by providing them with a copy of this information and retaining this one with your insurance policies, retirement documents, and other important papers. By doing this, you will be providing an invaluable service to your survivors or your executor/personal representative who will handle your estate.

PROCEDURES TO FOLLOW TO CLAIM BENEFITS:

1. **Notify the Office of Retirement (HR/RET), Room H-620, SA-1, Department of State, Washington, DC 20522-0108 (Telephone: 202-261-8960, Toll-Free: 866-224-9053, Fax: 202-261-8988), of the death of the annuitant.** We cannot accept a collect telephone call; if our telephone receptionist is provided with the full name of the deceased annuitant, the name of the caller, and the area code/telephone number, a Retirement Counselor will return the call promptly.

Notifying the Office of Retirement immediately of the death of the annuitant enables this office to begin assisting the person(s) entitled to survivor benefits. The letter or telephone notification should include the full name of the deceased annuitant, date of birth, exact date of death, address, social security number, and relationship of the person(s) who may be entitled to survivor benefits. On receipt of this information, the records of the deceased annuitant will be examined and an application will be sent to the person(s) entitled to benefits. Information will be provided on benefits from the Foreign Service Retirement System(s) (FSRDS or FSPS), Federal Employees Group Life Insurance (FEGLI), and the Federal Employees Health Benefits Program (FEHB).

2. **Return any uncashed annuity checks to the Retirement Accounts Division, Department of State, 1969 Dyess Avenue, Building 646B, Charleston, SC 29415 (Telephone: 843-308-5552), in the event that there is no surviving spouse.** Any accrued annuity paid to the annuitant on the date of death will be included in the benefits to the otherwise eligible survivor annuitant(s).
3. **Complete and return the application for death benefits form,** which will be sent to the survivor/executor/personal representative as soon as the Office of Retirement learns of the death of a Foreign Service annuitant. The application form must be properly completed and returned to the Office of Retirement.

4. **Obtain several certified copies of the annuitant's death certificate** and transmit one with the application for death benefits. Other copies will be required for the FEGLI coverage, each private insurance coverage policy, and any other claims submitted by the survivor/executor/personal representative.

The death certificate provides positive proof of the exact date of death. If other evidence is needed, it will be specifically requested. (This may include copies of marriage certificates, birth certificates, divorce decrees, death certificates of deceased children or spouses, court orders for change in name, or other documents which establish identity or relationship.)

FEGLI CLAIM

If the deceased annuitant had life insurance coverage under FEGLI, HR/RET will certify the date of death to the Office of Personnel Management (OPM), administrator of this life insurance program. OPM in turn will send the appropriate instructions and claim forms to the designated beneficiary(ies) on record in the annuitant's official insurance file. If the survivor has not received the letter of instruction and the claim forms within 5 weeks of the date of death of the annuitant, he/she should write directly to the Office of Personnel Management, Attention: CSI/LI/Roll Maintenance, Employee Service and Records Center, P.O. Box 45, Boyers, PA 16017, including the full name of the annuitant, the exact date of birth, the name of the retirement system (FOREIGN SERVICE RETIREMENT SYSTEM), and the annuitant's identification number which is prefaced by the letters CSI-. This number can be found on the insurance certification document sent by OPM to the annuitant after retirement, and in our letter of instructions.

IMPORTANT: An annuitant is entitled to life insurance coverage under FEGLI, provided that all the following requirements are met: (1) The retirement was after 08/29/54 (the effective date of the Life Insurance Act) and the annuity began within 31 days after retirement from the Foreign Service; and (2) had coverage under the Life Insurance Act as an employee and did not convert to an individual life policy upon retirement; and (3) the retirement entitlement was under disability provisions, or based at least on 15 years of creditable service, if the retirement was prior to 09/23/59, or at least 12 years of creditable service, if the retirement occurred on or after 09/23/59 and before 11/01/78, or 5 years of creditable service, if the retirement was on or after 11/01/78.

FEHB CLAIM

Eligible survivors may continue the deceased annuitant's FEHB health insurance coverage provided that: (1) The annuitant was enrolled under self and family coverage at the time of death; and (2) at least one family member is entitled to an annuity.

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